

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

## Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children & Families		9. Position No. K0072350	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division Family Services			12. Proposed Class Title		
4. Section Prevention & Protection Services	For  Use  By  Personnel	13. Allocation			
5. Unit Alternative Response		14. Effective Date			
6. Location (address where employee works)		15. By	Approved		
City County	Office	16. Audit Date: By: Date: By:			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		17. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM/PM To: 5:00 AM/PM					

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Delina Stewart	Alternative Response Social Work Supervisor	K0224303

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Delina Stewart	Alternative Response Social Work Supervisor	K0224303

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Under the direction of a Social Work Supervisor, the worker is allowed to develop methods of case work within the scope of established policy, Kansas Law, and federal guidelines. Considerable latitude is given in direct work with consumers as to which services to provide, when, and how often. Cases are assigned in writing in a general manner without much detail.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	This position is dedicated to provide the delivery of services for the purpose of strengthening families while safely maintaining the children in the home. The agency's Alternative Response approach will be utilized to allow child protective services to respond in multiple ways to abuse and neglect allegations. This position will assess the family's needs and strengths, determine the level of risk for the child, and implement a pro-active service delivery plan which may include referral to a variety of community resources.
1.  35%	<b><u>Service Provision</u></b> Will work to maintain at-risk children safely in their homes. May provide safety, risk and need assessments to explore the resources, strengths and abilities of the children, their families and extended support systems. Is expected to establish positive and pro-active relationships with all customers receiving services. Will develop customer-centered service plans with measureable goals and objectives designed to help families gain the knowledge and skills necessary to maintain children in a safe home environment. Referrals will be made to a wide variety of community resources and service providers to accomplish customer goals, and will have on-going monitoring for success. Will coordinate with community partners to assure needed resources are available and accessed by customers as appropriate.
2.  25%	<b><u>Resource Coordination</u></b> Will develop, expand and maintain productive relationships with a wide variety of public and private agencies to assure the availability of resources for at-risk children and their families. Knowledge base should include resources throughout the designated service provision area. May include researching new resources to fill unmet needs, as well as working with community and grant partners to implement innovative new resource programs.
3.  20%	<b><u>Communication</u></b> Will communicate with customers, managers, co-workers and community partners in a professional and courteous manner. While interacting with customers, every effort will be made to communicate in a way that the customer can understand, and which is culturally competent. Will effectively communicate customer needs to supervisors, team and community partners to ensure the efficient and effective provision of services. Will keep all communication in compliance with HIPPA, agency policies, regulations and procedures.
4.  20%	<b><u>Teamwork</u></b> Will involve team members as needed to find creative solutions to customer needs, and will participate in integrated service team meetings as appropriate. Team members may include parents, extended family members, friends, school personnel, mental health providers, court personnel and medical professionals, as well as others deemed helpful by the team.

- 
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

None

- 
23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( X ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

If work is not performed correctly and timely, children may not be safe, which could result in injury or death.

- 
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position is in constant contact with other employees of SRS, courts, school, physicians, and others in order to deliver protective and family services to consumers.

- 
25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves hazards, risks or discomforts typical of working with or around abusive or hostile clientele. Exposure to disagreeable weather conditions, disease, unsanitary conditions, risk of physical injury, extreme levels of temperature, inadequate ventilation and lighting are normal

- 
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of computer system, spreadsheet and database applications, printers, copier, fax machine, scanner, calculator, shredder, telephone, typewriter, all general office equipment, and vehicle to travel for business required. Frequent use of digital cameras and occasional use of video cameras, audio recorders is required.

---

**PART III - To be completed by the department head or personnel office**

---

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

---

Education or Training - Special or professional

At least a Bachelor's Degree in Social Work

---

License, certificates and registrations

A Kansas social work license in good standing.

---

### Special knowledge, skills and abilities

#### *Knowledge*

- \*Knowledge of ethical standards, principles, and practices of social work, counseling, and human behavior.
- \*Knowledge of clinical assessment principles and techniques.
- \*Knowledge of interviewing and other information gathering techniques.
- Knowledge of principles of consulting, teaching, and learning.
- Knowledge of the structure and function of mental health and welfare services.
- \*Knowledge of the theories of group interaction and therapeutic intervention.
- Knowledge of client outcome identification and measurement.

#### *Abilities*

- \*Ability to develop and implement individual treatment plans with flexibility and independence.
- \*Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practice.
- \*Ability to work efficiently and effectively with other staff and community organizations.
- \*Ability to function constructively under the pressures and risks involved in working with persons having complex social, physical, emotional, and mental problems.
- \*Ability to identify dysfunctional relationships and environmental conditions.
- \*Ability to exercise sound judgment in the performance of assigned responsibilities.
- \*Ability to write meaningful, concise, and accurate reports and correspondence.
- Ability to provide testimony at court hearings.
- \*Necessary at Entry

---

### Experience - Length in years and kind

Six months experience assisting individuals and families with social and economic problems as a licensed social worker.

---

### 28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Security Clearance; Maintain a valid driver's license

---

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_

---

Signature of Personnel Official \_\_\_\_\_

Date \_\_\_\_\_

**Approved:**

---

Signature of Supervisor \_\_\_\_\_

Date \_\_\_\_\_

---

Signature of Agency Head or  
Appointing Authority \_\_\_\_\_

Date \_\_\_\_\_